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In between the 1970 report and the current report on the staff the following persons were assigned to this office and have left.

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-5..Clerk Typist...assigned 01 Oct 1970  
left on maternity leave 9 Mar 1973

..GS-3..Clerk....assigned 12 Oct 1971  
transferred in April 1972 to  
Central Processing upon passing  
the typing test.

..GS-4..Clerk....assigned 10 Jan 1972  
left to return to Texas in Jan 1973.

Since January 1970, 5 girls left to assume more responsible jobs in the Agency; 2 advanced to more responsible jobs in the Branch; 3 left for maternity reasons and 3 left for other reasons

From July 1971 to July 1972 the Deputy Branch Chief was on Leave of Absence and her place was taken by



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#### FUNCTIONAL CHANGE

1. In April 1971 CARB resumed preparing correspondence on clerical cases. This duty had originally been done by CARB, but due to the volume of professional cases it had to be turned over to the Clerical Staffing Branch. In 1971, CARB was in a position to resume this work.

2. In FY 1972, CARB began to turn down many applicants based on the information contained in their original letters. Although our responsibility in regard to rejecting applicants is quite vague, this was a period of extremely little hiring and our requirements were almost standard. Thus, we were able to tell a BS in Education, A BA in History, etc., the fact that we could not use them. Usually at least 2 letters were sent to an "not very qualified" applicant...a letter sending him a resume and a letter turning him down. By turning the applicant down at the earlier stage, we limited our output to 1 letter rather than 2.

#### PROCEDURAL CHANGE

1. In April 1971 the Branch, at the direction of C/SPD, began using the signature of [redacted] DD/Pers/R&P, on all letters. Prior to this we had used H.B. Fisher, D/Pers. This change involved our recutting all the "automatic Typewriter" tapes to reflect the new signature.

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2. In September 1972, we started sending all Congressional and Special Interest letters through PSB to OD/Pers. Prior to that we had been sending up only significant letters, such as initiation letters, eod letters, rejects and courtesy letters.

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3. In February 1973 we discontinued using the Autopen to affix [redacted] signature except in cases going to the OD/Pers. If we were sending out only single sheets of paper, the autopen use would create no problem. However, when any enclosure was attached to the single sheet of paper, the clerk had to detach the enclosure in order to slide the letter under the pen. Since many of our letters include enclosures, this procedure was very time consuming. Now the letter is signed by hand when it is reviewed by the Branch Chief or Deputy and no further handling is necessary other than to fold the letter and place it in the envelope. This has cut by 2/3 the time necessary to actually get the letter dispatched after it has been reviewed.

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4. To increase accuracy of recording Record Center numbers of files being turned over to ISD, we began utilizing the automatic typing machines and tapes for this recording. Therefore, a tape is cut and from it we make both the machine run listing and the labels which can then be affixed to the record card. Prior to this, a clerk had to write the numbers on the record cards.

5. As many of the incoming letters follow a general pattern, the routing sheets do also. The clerk who is responsible for attaching to the letter the routing sheet giving instructions about where the file is to go has determined the two standard routings she uses. She then makes a master routing sheet and runs off copies on the Xerox. This way she does not have to keep writing the same instructions over and over.

CARB STATISTICS

99,417 letters were typed, signed and mailed by the Branch from 1 July 1970 through March 1973.

Of this total, CARB took the initiative in responding in 24,479 cases or 60 per cent of the total incoming letters (40,846).

The FY breakdown of total letters:

FY 71.....	32,526
FY 72.....	40,803
FY 73 (Thru	26,088
Mar 73)	

In the Applicant File Section of the Branch, the following breakdown shows the amount of new files which were established.

FY 71.....	17,267
FY 72.....	8791
FY 73	9253
(thru Mar 73)	

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